



STATE OF TENNESSEE
TENNESSEE ARTS COMMISSION

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MEMORANDUM

TO: Deborah E. Story, Commissioner

ATT: Lisa Spencer, Executive Assistant to the Commissioner

FROM: Rich Boyd, Executive Director

Date: May 27, 2008

Subject: Voluntary Buyout Program Planning

I. Executive Summary

The Tennessee Arts Commission (TAC) has identified the Arts Program Coordinator 2 class for participation in the Voluntary Buyout Program. There are 3 divisions within the Commission reporting to the appointing authority: Administrative Services; Arts Programs; and Communications and Technology. The Arts Program Coordinator 2 class was identified for the following reasons:

- The class has the largest number of staff positions (7).
- One of the Arts Program Coordinator 2 positions was created with specific duties to serve underserved artists and arts organizations. (TCA 4-20-107, Public Acts 1988, ch. 866, 1.).
- Some of the duties in this class could possibly be assumed by other staff although each program director has specific discipline-based training, knowledge, skills, and education.

II. Business Justification and Assessment

The Tennessee Arts Commission operates on a limited number of staff. That number (18 full-time employees and 1 contract employee), has remained essentially the same for the past 23 years and any reduction in the agency's

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workforce will negatively impact the work of the agency. The request for Commission funding continues to increase annually with the introduction of the eGRANT online services. The eGRANT process has provided the arts program staff (Arts Program Coordinator 2) the opportunity to offer personal services to a larger number of constituents through e-mail and telephone communications by reducing staff travel throughout Tennessee to conduct grant making workshops. The eGRANT process provides a broader knowledge of the grant making process by the arts program staff that cuts across all arts disciplines. The TAC has developed an interactive Web site to act as a knowledge bank for the citizens of Tennessee and to provide grant making instructions for potential applicants. The impact of losing any positions can not be determined until individual voluntary buyout decisions are made.

III. Information for F&A Budget

See attached program sheets.

A handwritten signature in black ink, appearing to read "Richard Boyd". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Executive Director

May 27, 2008

Date